

Phoenix – End User Training

SECTION 1:

GENERAL LEDGER EXCEL

JOURNAL UPLOAD

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT GENERAL LEDGER
APRIL 2001

Financials - General Ledger Excel Journal Upload



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General Ledger Excel Journal Upload



Welcome to the General Ledger Excel Journal Upload section! This section contains the tools needed to learn all the concepts and procedures involved in entering journals.

Goal To acquire the skills and knowledge necessary to perform all the procedures identified in the General Ledger Journal Upload section of the online Library.

Participant Objectives At the end of this module you will be able to:

1. Use Excel to import a Journal Voucher into Phoenix

Prerequisites Completion of the following modules:

1. Introduction to PeopleSoft

Outline **Excel Journal Upload**

- A. Introduction
- B. Concepts
- C. Exercises
- D. Summary and Review

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Excel Journal Upload




A. Introduction

Activity  LECTURE	Materials <div style="display: flex; justify-content: space-around; align-items: center;"> <div data-bbox="386 407 513 520">  GUIDE </div> <div data-bbox="542 407 662 520">  LIBRARY </div> </div>
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Step 1	Goal: To acquire the skills and knowledge necessary to enter journals uploads in Excel Objectives: <ol style="list-style-type: none"> 1. Create Excel Journal Template 2. Become familiar with Template layout 3. Entering default information 4. Entering Journal Header and Lines 5. Generate Journal/Spreadsheet
Expected Results:	The goals and objectives are introduced.

Step 2	Materials: Participant Guide, PeopleSoft
Expected Results:	The materials are introduced.

B. Concepts

Activity 	Materials  
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Step 1	<p>The main underlying concepts for General Ledger Excel Journal Upload are listed below:</p> <p>Creating Journals in Excel Template</p>
Expected Results:	<p>An understanding of the main concepts involved in General Ledger Journal Upload</p>

Step 2	<p>The following is a list of files needed to perform this process.</p> <ol style="list-style-type: none"> JRNL1.xls – Template that is used by operator. JRNLMCRO.xla – File used by template. GLLOG.xlt – File used by template. <p>For class purposes the files are located on your C drive.</p> <ul style="list-style-type: none"> All three files must be in same location. These files will be given to you on a diskette. Do not place files on a shared network drive.
Expected Results:	<p>An understanding of the main concepts involved in General Ledger Excel Journal Upload</p>

Step 3	<p>Read and discuss the following:</p> <p>PMI PeopleSoft Mass Import file FTP FILE TRANSFER PROTOCOL</p>
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Step 3	Read and discuss the following: PMI PeopleSoft Mass Import file FTP FILE TRANSFER PROTOCOL
Expected Results:	An understanding of the main concepts involved in General Ledger Excel Journal Upload

D. Exercises

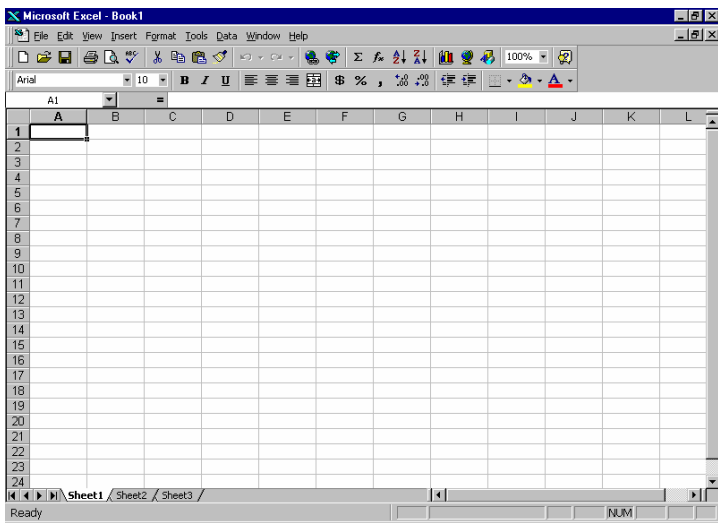
Activity	Materials
	  

	Exercise 1 - Using Excel to create a journal voucher Exercise 2 - Creating the PMI file for import to Phoenix Exercise 3 - Establishing the server connection Exercise 4 - Importing the .pmi file into Phoenix
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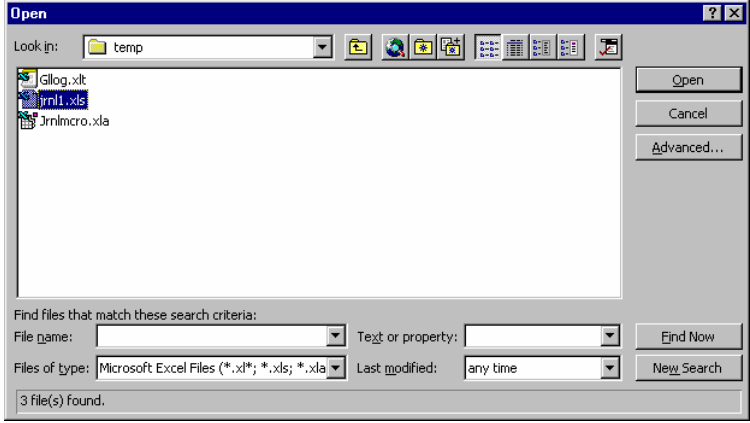
Exercise 1 – Using Excel to create a journal voucher

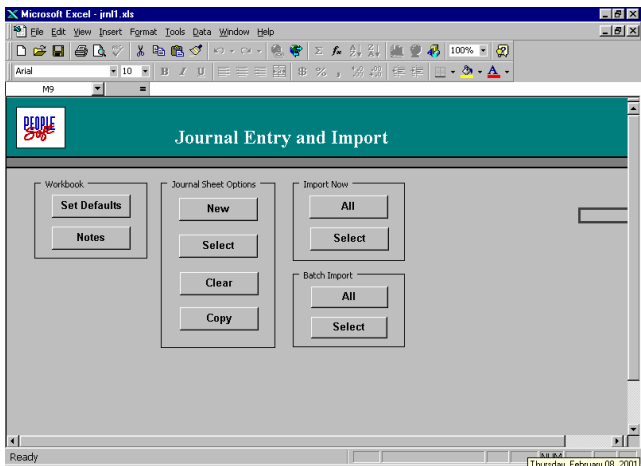
Scenario: In this exercise, you will create a journal voucher in an Excel spreadsheet.

Step 1	Select: Start → Programs → Microsoft Excel or double click the Excel icon on the desktop.
Expected Results:	The Microsoft Excel window displays.

Step 2	<p>A spreadsheet opens</p> 
Expected Results:	Excel window displays.

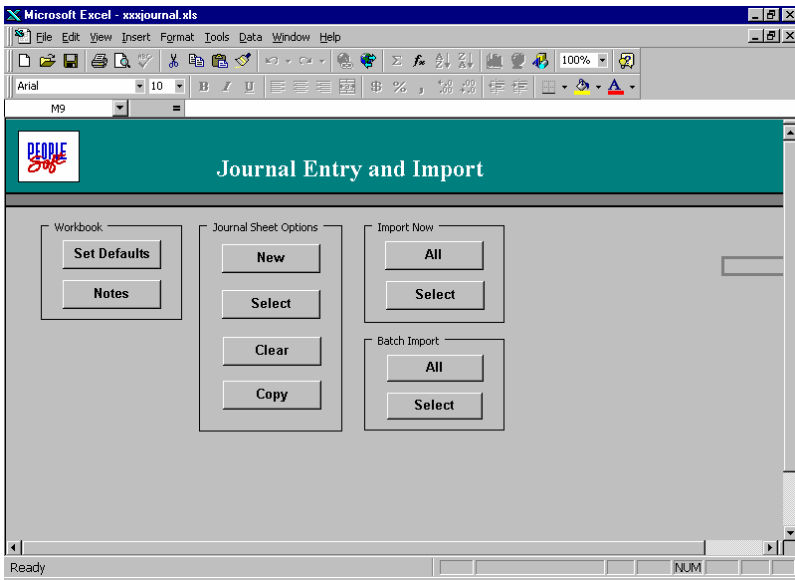
Exercise 1 (continued)

Step 3	<p>Click: File → Open</p> <p>Select: c:\temp\jrn1.xls</p> 
Expected Results:	<p>The Open file dialog box displays.</p>

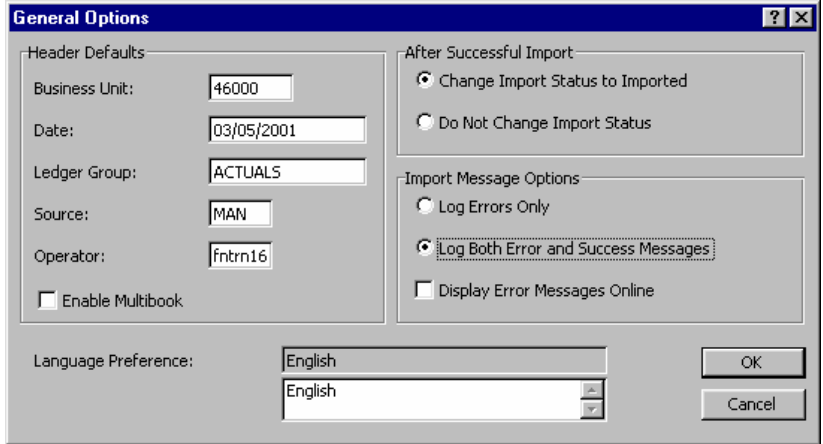
Step 4	<p>Journal Entry and Import panel.</p> 
Expected Results:	<p>Journal Entry and Import panel displays.</p>

Exercise 1 (continued)

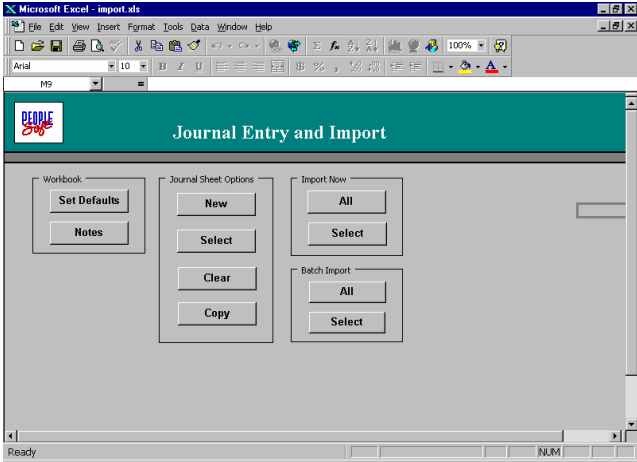
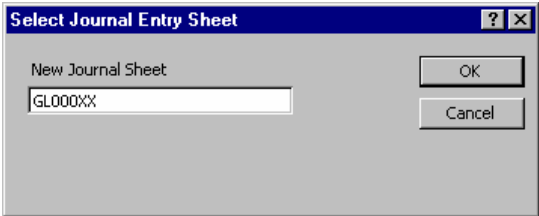
Step 5	<p>Click: File Save as: XXJournal replace XX with your initials</p> <p>Note: This name is an Excel file name and will not be seen in PeopleSoft (Phoenix). Therefore, be descriptive so that you can quickly identify your file.</p> <p>Click: Save</p>
Expected Results:	<p>File is saved with new file name.</p>

Step 6	<p>Journal Entry and Import Panel displays</p> <p>Workbook:</p> <p>Click: Set Defaults</p> 
Expected Results:	<p>General Options window displays.</p>

Exercise 1 (continued)

Step 7	<p>Enter the following:</p> <p>Business Unit: 46000</p> <p>Date: XX/XX/2001 (any date in open Accounting Period)</p> <p>Note: when entering a date use slashes.</p> <p>Ledger Group: ACTUALS</p> <p>Source: MAN</p> <p>Operator ID: Operator ID (Phoenix)</p> <p>After Successful Import: Change Import Status to Imported</p> <p>Import Message Options: Log both Error and Success Messages</p> <p>Display Error Message Online: Deselect</p> <p>Click: OK</p> 
Expected Results:	<p>The General Options dialog box displays.</p>

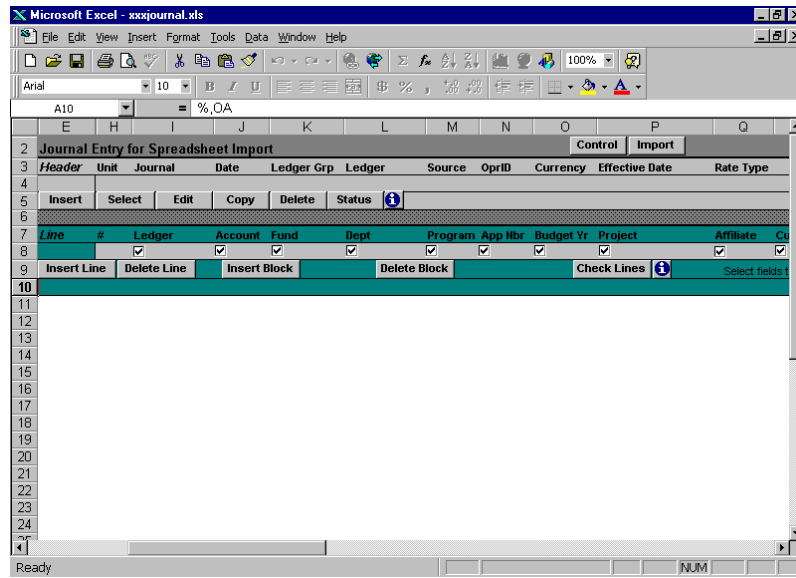
Exercise 1 (continued)

<p>Step 8</p>	<p>Journal Entry and Import panel displays.</p> <p>Journal Sheet Options: Click: New</p> 
<p>Expected Results:</p>	<p>Select Journal Entry and Import panel displays.</p>
<p>Step 9</p>	<p>Enter the following:</p> <p>New Journal Sheet: GL000XX (replace XX with student ID)</p>  <p>Click: OK</p>
<p>Expected Results:</p>	<p>Correct data entry.</p>

Exercise 1 (continued)

Step 10

The following panel displays.



Click: **Insert** on line 5 or
CTRL-H to display the Header Screen.

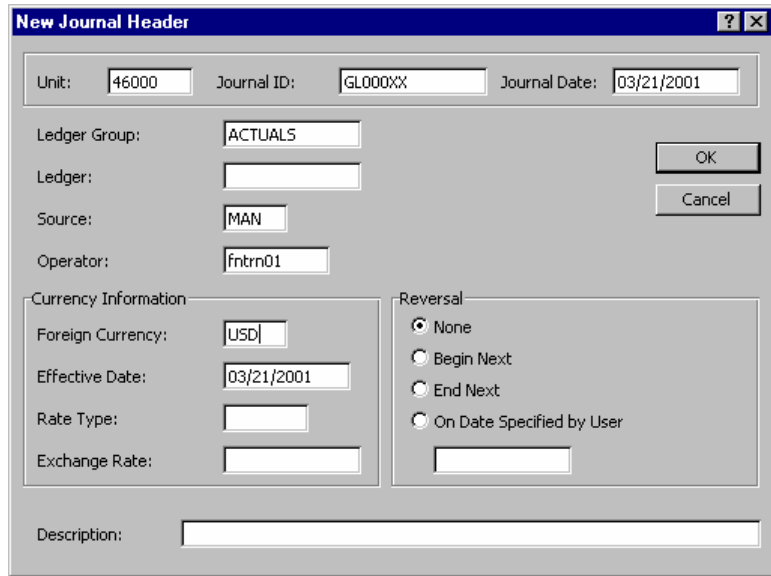
Expected Results:

Excel spreadsheet displays.

Exercise 1 (continued)

Step 11	<p>Enter the following:</p> <p>Unit: 46000(defaults)</p> <p>Journal ID: GL000XX replace XX with student ID (Specific for your Agency) (This will be the Journal Voucher ID that will appear in Phoenix)</p> <p>Journal Date: XX/XX/2003(defaults)</p> <p>Ledger Group: ACTUALS(defaults)</p> <p>Ledger: <i>Leave Blank</i></p> <p>Source: MAN(defaults)</p> <p>Operator: training(defaults)</p> <p>Foreign Currency: USD</p> <p>Effective Date: XX/XX/2003(defaults)</p> <p>Rate Type: <i>Leave Blank</i></p> <p>Description: Optional</p> <p>Click: OK</p> <p>Note: Description field is optional and length is 63 characters.</p> <p>Note: Journal date may be current date or any date in open accounting period and must include slashes (i.e. 4/30/2003)</p>
Expected Results:	New Journal Header panel displays

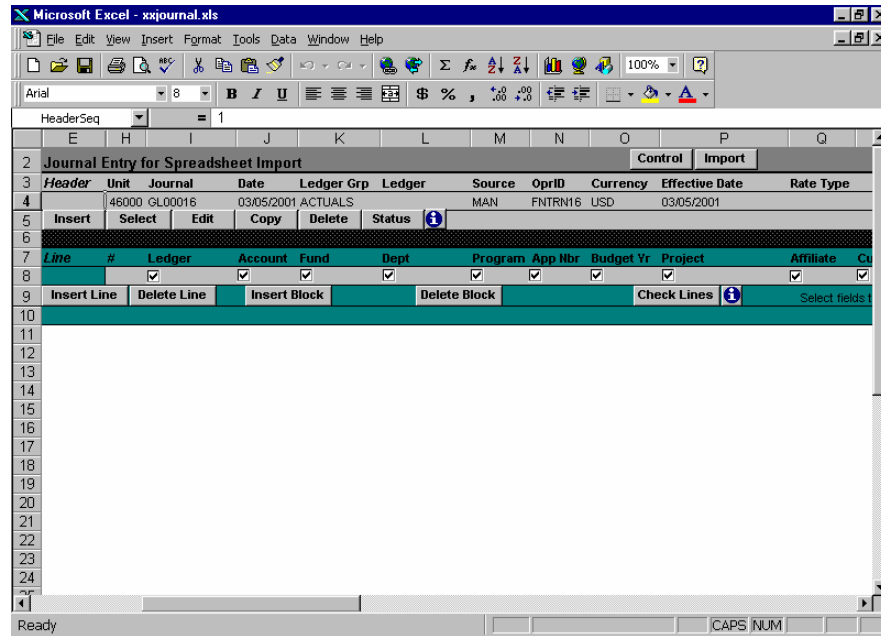
Exercise 1 (continued)

Step 12	<p>Compare the panel below</p> <div data-bbox="516 394 1281 966"></div> <p>Click: OK</p>
Expected Results:	The new journal information is saved.

Exercise 1 (continued)

Step 13

Click: **Insert Line** on line 9 or press CTRL L to add multiple lines.



Note: Make sure that the check boxes beneath **Fund, Program, Budget Year, Project, Currency** and **Description** are selected so the related ChartField values will be copied every time a new line is inserted.

Note: App Nbr is equivalent to subclass.

Expected Results:

New Journal Header panel displays

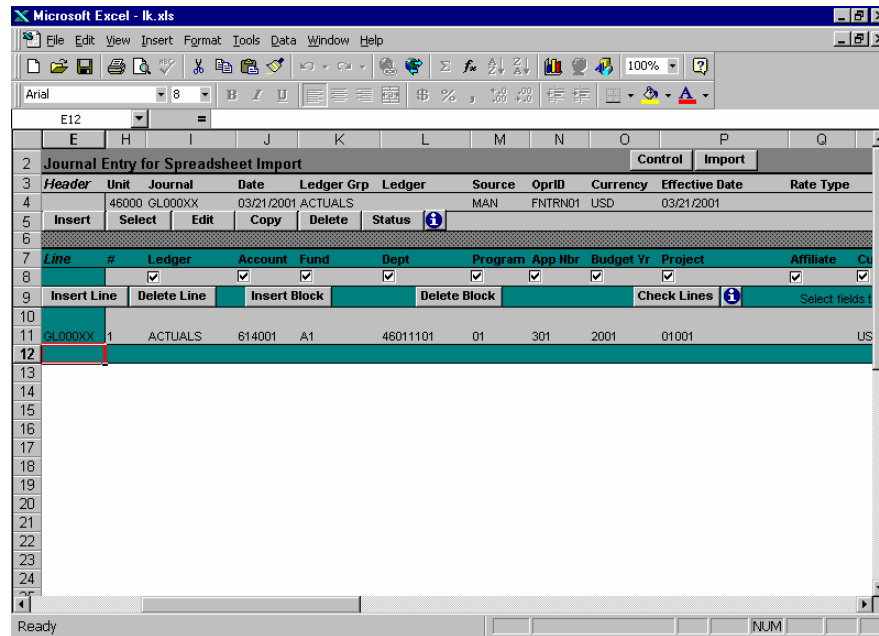
Exercise 1 (continued)

Step 14	<p>Enter the following values in the appropriate cells on the first line of your journal. Use Tab and Shift-Tab to navigate between cells.</p> <p> Ledger: ACTUALS Account: 614001 Fund: A1 Dept: 46011101 Program: 01 App Nbr: 301 Budget Year: 2001 Project: 01001 Affiliate: Leave Blank Currency: USD Amount: 1000 N/R: Leave Blank Rate Type: Leave Blank Rate: Leave Blank Base Amount: Leave Blank Stat Amount: Leave Blank Description: Spreadsheet journal entry Reference: Leave Blank </p> <p>Click: OK</p> <p>Note: If ACTUALS is selected in Ledger, autogen is active. If GAAP or FEDS is selected in Ledger autogen is not active.</p>
Expected Results:	Correct data entry

Exercise 1 (continued)

Step 15

Compare the panel below



Note: all of the values where the check box is turned on will be copied from the first line, deselect the check box beneath Account.

Expected Results:

New Journal Header panel displays

Step 16

Place cursor in cell 12E

Click: **Insert Line** to insert the second line of your journal. The line number will automatically increment, indicating that this is the second line of your journal.

Balance your journal by clicking in the appropriate cell and entering the following data:

Account: **150001**

Amount: **-1000**

Expected Results:

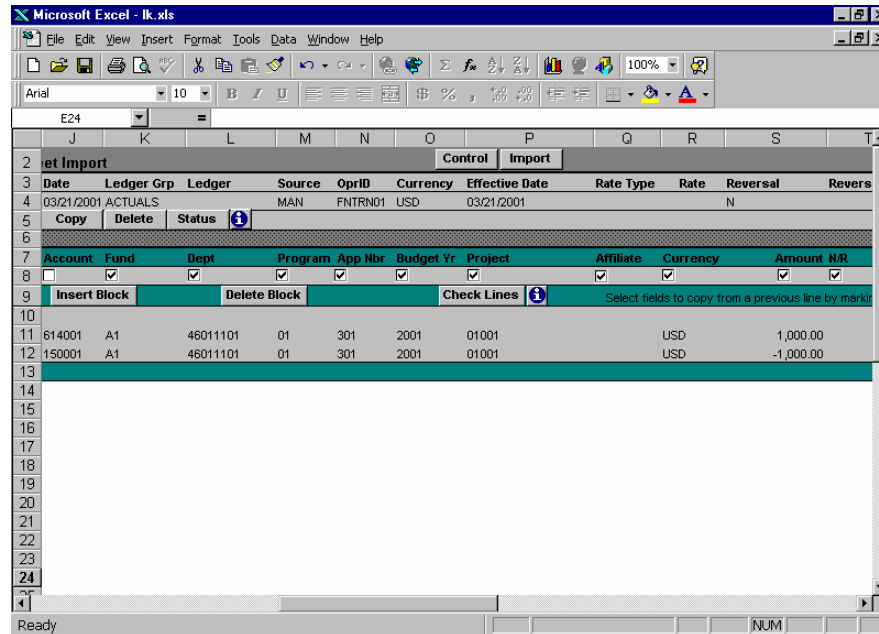
Correct data entry

Exercise 1 (continued)

Step 17

Once you have completed the journal, verify by clicking


Check Lines



Expected Results:

Journal Entry panel displays

Step 18

Click:  to save when lines are complete.

This panel should remain open for next exercise.

Expected Results:

Journal Entry panel is saved.

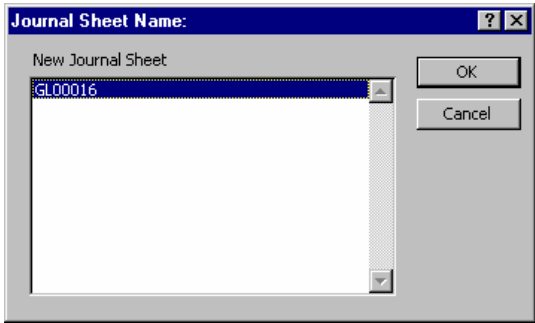
Exercise completed.

Exercise 2 – Creating the .pmi file for Import to Phoenix

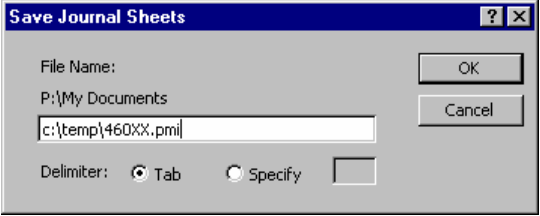
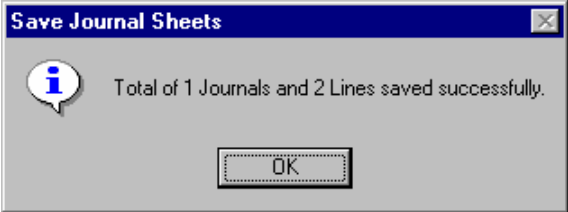
Scenario: In this exercise, you will create the .pmi file necessary for importing data to Phoenix.

Step 1	Click: Control to return to the Journal Entry and Import control panel.
Expected Results:	The Journal Entry and Import panel displays.

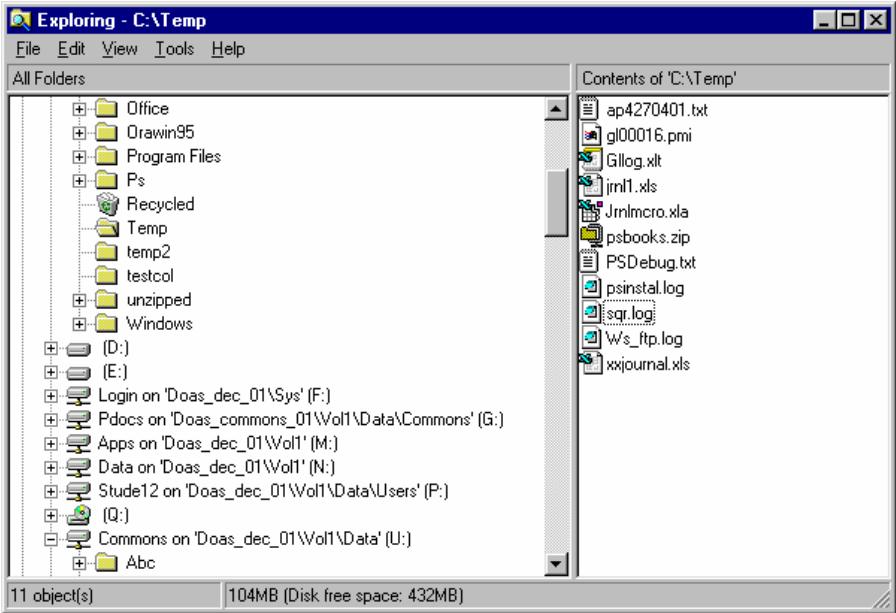
Step 2	Batch Import Click: Select
Expected Results:	A dialog box displays.


Step 3	<p>Journal Sheet Name</p>  <p>Select Journal to upload</p> <p>Click: OK</p>
Expected Results:	Journal Sheet Name dialog displays.

Exercise 2 (continued)

Step 4	<p>Save Journal Sheets</p>  <p>Rename: c:\temp\460XX.pmi (replace XX with student ID)</p> <p>Click: OK</p> <p>Note: The complete file name must be in lower case and with eight or less characters. The first three characters should be the agency number. The next five characters can identify the journal. The file name must be followed by .pmi.</p>
Expected Results:	<p>Save Journal Sheets panel displays.</p>
Step 5	<p>Enter the following Journal Header information:</p>  <p>Click: OK</p>
Expected Results:	<p>Dialog box displays showing journal saved successfully.</p>

Exercise 2 (continued)

Step 6	<p>Verify location of data:</p> <p>Minimize: Excel spreadsheet</p> <p>Maximize: Explorer and verify location of file under C:\temp</p>  <p>Minimize: Explorer</p>
Expected Results:	<p>Explorer Window displays.</p>

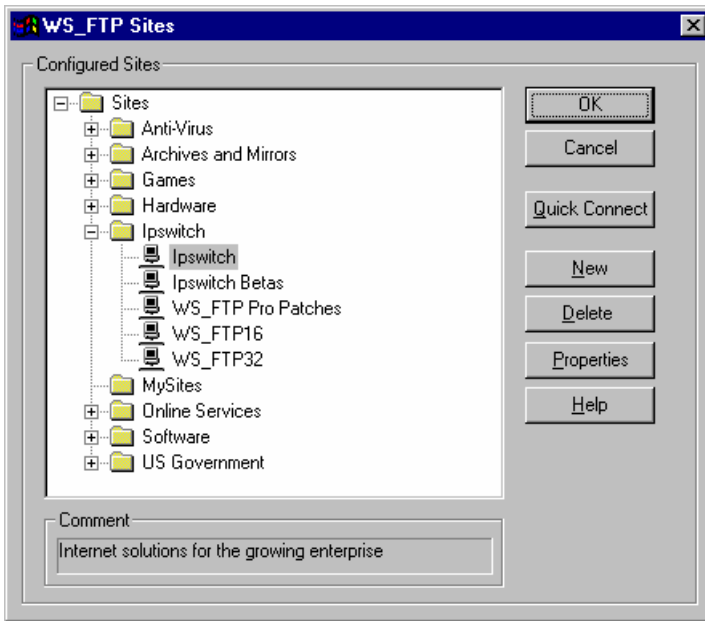
Step 7	<p>Click:  to save when lines are complete.</p>
Expected Results:	<p>Journal Entry panel is saved.</p>

Exercise completed.

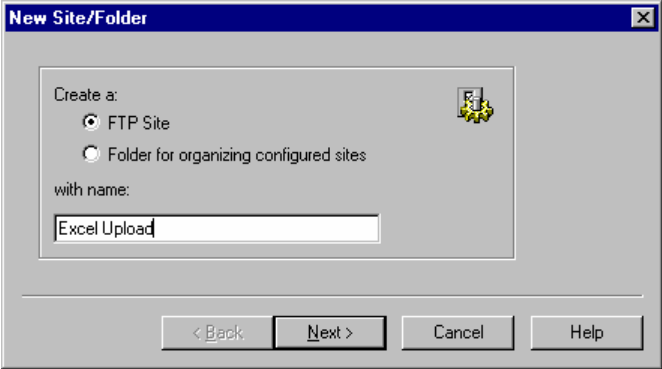
Exercise 3 – Establishing the server connection

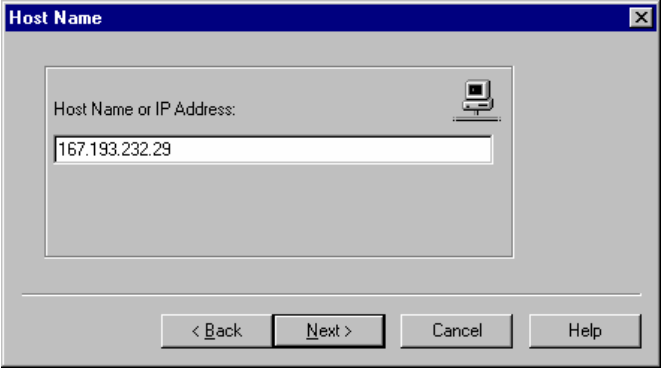
Scenario: The File Transfer Protocol (FTP) is software that enables you to send a file from your desktop to a server. In this exercise, you will learn how to set up the connection between the two devices.

Step 1	Select: Start→Programs→WS_FTP Pro→or doubleclick the WS_FTP Pro icon on the desktop.
Expected Results:	The PeopleSoft window displays.

Step 2	<p>WS_FTP Pro</p>  <p>Click: New</p>
Expected Results:	WS_FTP Pro.

Exercise 3 (continued)

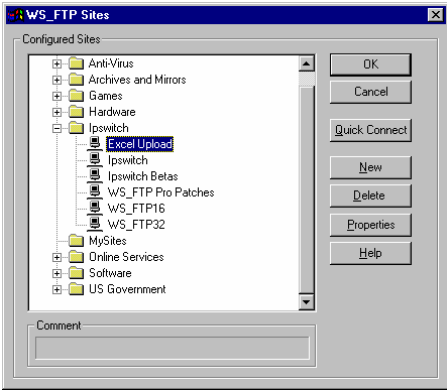
Step 3	<p>New Site/Folder</p> <p>Enter: Excel Upload</p>  <p>Click: Next</p>
Expected Results:	New Site folder panel displays.

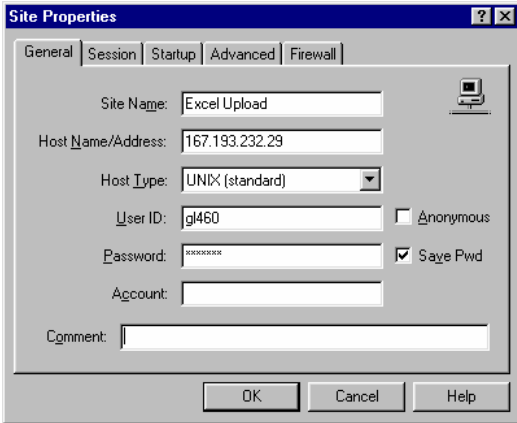
Step 4	<p>Host Name panel</p> <p>Enter: 167.193.232.29</p>  <p>Click: Next</p>
Expected Results:	Data is entered correctly.

Exercise 3 (continued)

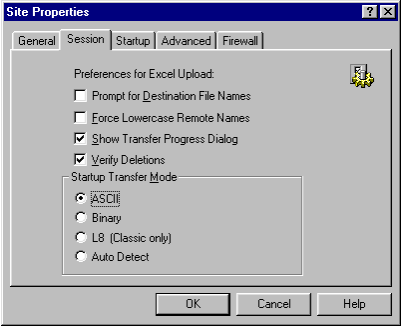
Step 5	<p>Logon Information</p> <p>Enter the following:</p> <p>User ID gl460</p> <p>Password: password</p> <p>Select Save Password</p>  <p>Click: Finish</p>
Expected Results:	Data is entered correctly.

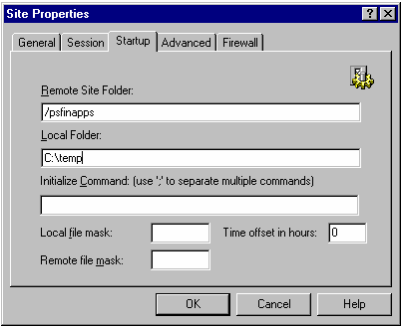
Exercise 3 (continued)

<p>Step 6</p>	<p>Compare the following panel</p>  <p>Click: Properties</p>
<p>Expected Results:</p>	<p>Data is entered correctly.</p>

<p>Step 7</p>	<p>Site Properties</p> <p>Click: General</p>  <p>Host Type: UNIX (Standard)</p>
<p>Expected Results:</p>	<p>Site Properties dialog displays</p>

Exercise 3 (continued)

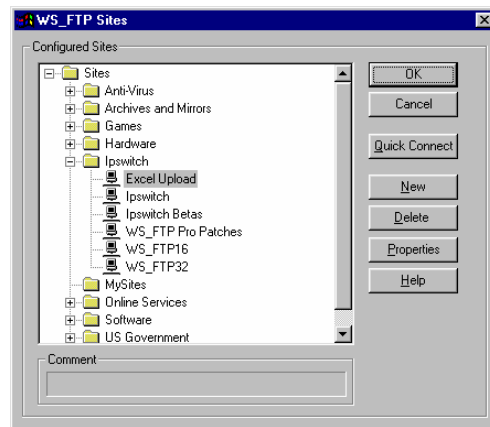
Step 8	<p>Site Properties</p> <p>Click: Session</p>  <p>Startup Transfer Mode Click: ASCII</p>
Expected Results:	<p>Site Properties dialog displays</p>

Step 9	<p>Enter the following</p> <p>Click: Startup</p> <p>Remote Site Folder /export/ftp/gl</p> <p>Local Folder C:\temp</p>  <p>Click: OK</p>
Expected Results:	<p>Data is entered correctly.</p>

Exercise 3 (continued)

Step 10

Double click: **Excel Upload**



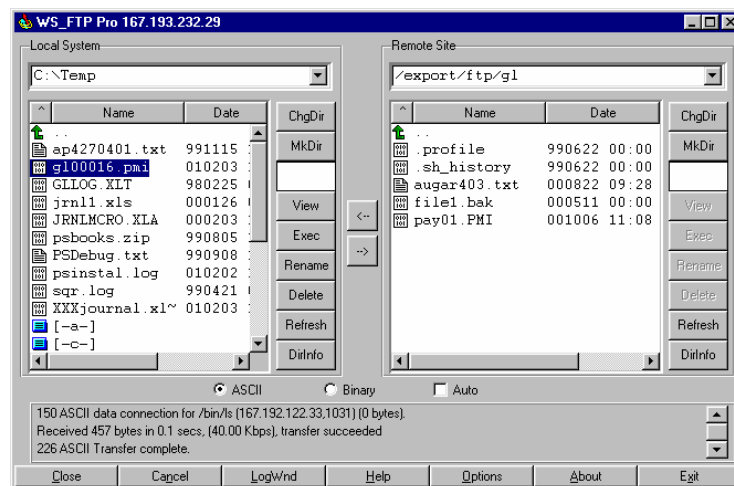
Expected Results:

WS_FTP dialog displays

Step 11

WS_FTP

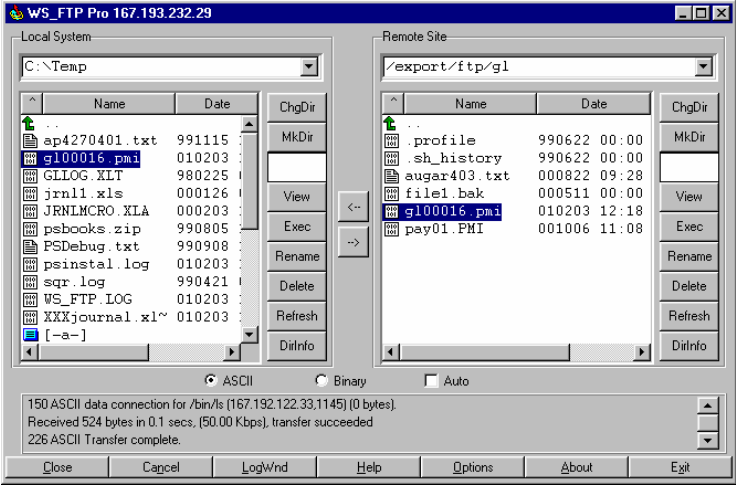
Highlight file to transfer from Local System to Remote Site
Click arrow pointing to remote site.



Expected Results:

Data is entered correctly.

Exercise 3 (continued)

Step 12	<p>Compare panel</p>  <p>File transfer is completed.</p>
Expected Results:	<p>Site Properties dialog displays</p>
Step 13	<p>Click X to close WS_FTP application.</p>
Expected Results:	<p>The Process Journals window is displayed.</p>

Exercise completed.

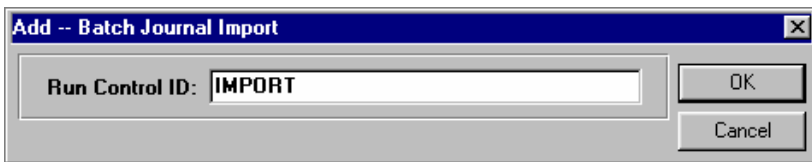
Exercise 4 – Importing the .pmi file into Phoenix

Scenario: In this exercise, you will import the .pmi file into Phoenix.

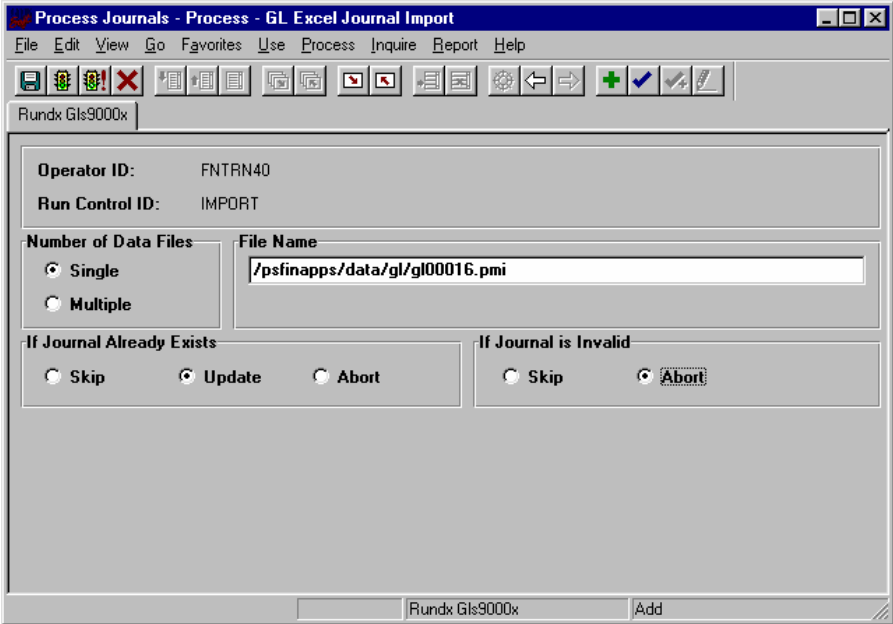

Step 1	Toggle or logon to PeopleSoft.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Process Financial Information → Process Journals
Expected Results:	A dialog box displays.

Step 3	Process → GL Excel Journal Import → Add
Expected Results:	The Journal Header panel displays.

Step 4	<p>Enter the following:</p> <p>Run Control ID: IMPORT</p>  <p>Click: OK</p>
Expected Results:	Data is entered correctly.

Exercise 4 (continued)

Step 5	<p>Enter the following:</p> <p>Number of Data Files: Click: Single</p> <p>File Name /psfinapps/data/gl/gl000XX.pmi (Replace XX with student ID)</p> <p>If Journal Already Exists: Click: Update</p> <p>If Journal is Invalid: Click: Abort</p>  <p>Click  to run the report.</p>
Expected Results:	<p>The Process Scheduler window opens.</p>

Exercise 4 (continued)

Step 6

View the fields on the Process Scheduler panel.

Run Location: **SERVER**
 Server: **PSUNX**
 Output Destination: **File**
 File/Printer: **To be assigned at agency level**
 Run Recurrence: **Once**
 Description:
 Click: **Batch Journal Import**


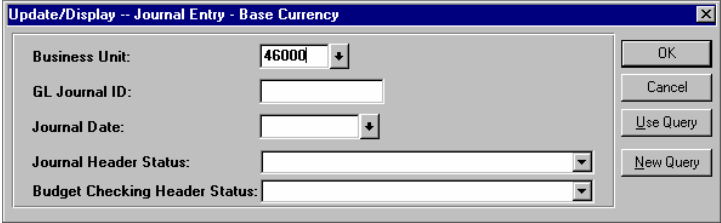
Description	Name	Process Type Descr
GL Excel Journal Import	GLS9000X	SQR Process

Click: **OK**


Expected Results:

An understanding of the Process Scheduler options.

Exercise 4 (continued)




Step 7	<p>To check the status of a report</p> <p>Select: Go → People Tools → Process Monitor</p> <p>Note: After viewing the status, close the process monitor panel. Do not leave open.</p>
Expected Results:	The Process Scheduler window closes.
Step 8	<p>Click:  to close the report panel.</p>
Expected Results:	The report panel closes and you return to the GL Excel Journal Import window.
Step 9	<p>Review the journal</p> <p>Use → Journal Entry Base Currency → Lines → Update</p>
Expected Results:	The Journal Entry Base Currency panel displays.
Step 10	<p>Review the journal</p> 
Expected Results:	The Journal Entry Base Currency dialog displays

Exercise 4 (continued)

Step 11	Click:  to close the report panel.
Expected Results:	The report panel closes and you return to the GL Excel Journal Import window.

Exercise completed.

E. Summary and Review

Activity	Materials
 LECTURE	<div data-bbox="386 365 513 478">  GUIDE </div> <div data-bbox="542 365 662 478">  REVIEW </div>

Step 1	<p>Answer the following questions:</p> <ol style="list-style-type: none"> 1. True or False A file can be saved on a shared network drive. 2. Will a remote FTP site need to be created for each file transfer? <p>Answers:</p> <ol style="list-style-type: none"> 1. False Do not save to a shared network drive. Save to C or P drive. 2. No.
Expected Results:	An understanding of excel upload procedures.

General Ledger Excel Journal Upload



Congratulations! You have just completed the General Ledger Excel Journal Upload section. This section contained the tools needed to present all the concepts and procedures involved in entering excel journal uploads.

Goal To acquire the skills and knowledge necessary to perform all the procedures identified in the General Ledger Excel Journal Upload.

**Participant
Objectives**

You should be able to

1. Use excel to import a Journal Voucher into Phoenix